

**MOUNT POCONO BOROUGH COUNCIL  
REGULAR MEETING MINUTES  
MONDAY, DECEMBER 21, 2015  
7:05 P.M.**

President J. Finnerty opened the Regular Meeting at 7:05 P.M., with the following members present: Vice President K. Davis, Councilmembers, F. O'Boyle; D. Casole; J. Scalamandre, C. Williams, and J. Woehrle. Solicitor J. Fareri and Borough Secretary/ Treasurer L. Noonan were also present.

Mayor F. Courtright was absent.

The Pledge of Allegiance was said by all.

**PRELIMINARY ANNOUNCEMENTS**

None

**APPROVAL OF MINUTES**

Councilmember J. Scalamandre moved to approve the Regular Meeting minutes of the Monday, December 7, 2015, as submitted. Councilmember C. Williams seconded. Motion carried unanimously.

**OFFICERS' REPORTS**

**PRESIDENT**

President J. Finnerty thanked Borough Council and the Budget Committee for putting together the Proposed 2016 Budget which has no tax increase. He thanked Councilmembers Jeff Woehrle and John Scalamandre for stepping up in the Borough Council's time of need and filling vacancies earlier this year. He noted that the next time we meet will mark his 30<sup>th</sup> Anniversary on Borough Council, he further noted that at least half those years he was Council President and that he will be here two (2) more years. He noted that Councilmember F. O'Boyle also has a number of years under his belt.

Councilmember F. O'Boyle noted that he will be celebrating his 49<sup>th</sup> Anniversary in public service explaining that he has served as the Borough's Tax Assessor, Tax Collector, Borough Councilmember, Mayor, Auditor, he also served on the Zoning Hearing Board and the Planning Commission, just to name a few.

President J. Finnerty also welcomed Councilmember Elect; Keith Transue who was in attendance at tonight's meeting.

**MAYOR**

Councilmember C. Williams discussed a meeting that she and Mayor F. Courtright attended at Coolbaugh Township asking them if they plan to increase their hours with Pocono Mountain Regional Police. Coolbaugh Township advised that they will not pay any more money and they are keeping their payment to Regional Police at an amount equal to what they would have paid in 2015 if Barrett Township was a member municipality the entire year.

**TREASURER'S REPORT**

The following cash report was given as follows:

GENERAL FUND CHECKING ACCOUNT	\$ 154,073.17
PENN SECURITY GENERAL FUND ACCOUNT	20,692.71
CAPITAL RESERVE ACCOUNT	48,805.46

**MOUNT POCONO BOROUGH COUNCIL  
REGULAR MEETING MINUTES  
MONDAY, DECEMBER 21, 2015  
7:05 P.M.**

BANNER BEAUTIFICATION ACCOUNT	\$ 2,420.72
STATE LIQUID FUELS	20,902.87
PARK & RECREATION FUND	4,842.95
PLANNING COMMISSION REIMB. FUND	52,775.88
ROAD FUND – GENERAL FUND	127.46
STORMWATER FUND	132,663.71
GENERAL FUND RESERVE PLGIT ACCOUNT	41,701.02
SANITATION FUND	28,392.26
ROUTE 940 CORRIDOR FUND	53,675.00
FIVE POINT INTERSECTION FUND	<u>443,880.60</u>

**GRAND TOTAL** **\$ 1,004,953.81**

Councilmember F. O’Boyle noted that Borough Council needs to reimburse the Road Fund back up to the \$20,000.00 noting that it represents the LTS money for the future paving of Maple Avenue.

Councilmember J. Scalamandre moved to pay and approve the bills as outlined in the Treasurer’s Report dated Monday, December 21, 2015, as presented. Councilmember J. Woehrle seconded. Motion carried unanimously.

**BILLS TO BE PAID FROM THE GENERAL FUND CHECKING ACCOUNT:**

Cyper Truck Parts	(batteries for 2012 Pete)	\$ 368.85
Ed’s Auto Service	(2006 & 2012 Peterbilt brake repair)	2,617.92
JoAnn Misuraca Ficco	(stamps for reminder invoices)	33.00
Gilmore & Associates, Inc.	(Engineering)	157.50
Hartman Electrical Contracting	(downtown lights RV Fire Expenses)	650.67
PPL	(electric)	635.08
PA One Call	(monthly fee)	15.80
Plociniak Oil	(heating oil both buildings)	823.85
Pocono Mtn. Reg. Police Pension	(2015 Pension Owed)	41,515.25
Verizon	(phone)	<u>32.46</u>

**GRAND TOTAL** **\$ 46,850.38**

**BILLS ALREADY PAID FROM THE GENERAL FUND CHECKING ACCOUNT:**

Mt Pocono Payroll	(w/e 12/09/15)	\$8,187.21
Mt Pocono Payroll	(w/e 12/16/15)	<u>5,887.85</u>

**GRAND TOTAL** **\$ 14,075.06**

**BILLS TO BE PAID FROM THE STATE LIQUID FUELS ACCOUNT:**

PPL	(traffic signals & street lights)	<u>\$ 201.76</u>
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**GRAND TOTAL** **\$ 201.76**

**MOUNT POCONO BOROUGH COUNCIL  
REGULAR MEETING MINUTES  
MONDAY, DECEMBER 21, 2015  
7:05 P.M.**

**Copier Lease**

Borough Secretary/ Treasurer L. Noonan explained the Borough's current copier lease is set to expire in March of 2016, and due to this she has obtained several different quotes for copiers, she explained that the current copier is having problems with the paper drawers advancing paper and that the printer drivers have compatibility issues with our computer operating systems.

Borough Council reviewed three (3) different proposals from: Topp Business Solutions; Xerox; and, Advance Business Equipment. The cheapest monthly lease for a sixty (60) month lease was Topp Business Solutions proposal for a Lanier MPC3503 Copier in the amount of \$259.89 a month which is a savings of approximately \$580.00 per year.

After a review of the proposals, Vice President K. Davis moved to accept the lease proposal for sixty (60) month lease for a Lanier MPC3503 Copier with Topp Business Solutions at a monthly price of \$259.89. Councilmember D. Casole seconded. Motion carried unanimously.

Borough Secretary/ Treasurer L. Noonan discussed the TAP Program Grant and that the Borough Council can possibly apply for a grant but the deadline is January 8, 2016. She noted that she will need further information in order to complete this grant application and she was unsure if she would be able to get all the information needed in a timely fashion to meet the deadlines and it was possible that she will need the assistance of our Traffic Engineer.

After a lengthy discussion, Councilmember J. Scalamandre moved to apply for the grant and to get the necessary help needed from the Borough Engineer or Traffic Engineer to meet the grant deadline. Vice President K. Davis seconded. Councilmember F. O'Boyle suggested that we contact Stroudsburg Borough or East Stroudsburg Borough and ask them for a cost estimate for the crosswalks which is the purpose of that grant that we would be applying for. Motion carried unanimously.

**SOLICITOR**

No report.

**PERSONS TO BE HEARD**

None

**UNFINISHED BUSINESS**

**Proposed 2016 Budget/Advertise Ordinance #1 of 2016 Tax Millage Rate**

Councilmember F. O'Boyle moved to approve the Proposed 2016 Budget with a General Fund Budget of \$2,104,841.00 and a Liquid Fuels Budget of \$101,597.00 with the proposed budget having no tax increase. Councilmember J. Scalamandre seconded. Motion carried unanimously.

Councilmember F. O'Boyle moved to advertise the 2016 Real Estate Tax Millage Ordinance, keeping the Borough's tax millage the same. Councilmember J. Woehrle seconded. Motion carried unanimously.

**MOUNT POCONO BOROUGH COUNCIL  
REGULAR MEETING MINUTES  
MONDAY, DECEMBER 21, 2015  
7:05 P.M.**

**Dirt and Gravel Road Grant Application**

Vice President K. Davis once again discussed the opportunity to apply for a Dirt and Gravel Road Grant for improvements to Center Avenue. He noted that he spoke recently with Borough Engineer Russ Kresge and the information that former Borough Engineer Donna Alker put together can be used, however a new NPDES Permit would still need to be applied for.

Vice President K. Davis moved to have Borough Engineer Russ Kresge look at the guidelines for the Dirt and Gravel Road Grant Program and to begin the necessary work needed to apply for that grant. Councilmember D. Casole seconded. Motion carried unanimously.

**NEW BUSINESS**

**Various Re-Appointment/ Resignations**

Councilmember F. O'Boyle moved to re-appoint Norman DeLano to the Mount Pocono Planning Commission for a four (4) year term, to appoint Jacob Seip to the Mount Pocono Municipal Authority for a four (4) year term and to appoint Karen Lynott to the Pocono Mountain Public Library Board for a three (3) year term. Vice President K. Davis seconded. Motion carried unanimously.

Borough Council acknowledged receipt of an email from Robin Watson advising Borough Council that she will not be seeking re-appointment to the Pocono Mountain Public Library Board for a term that would begin on January 1, 2016. She explained that she has accepted an adjunct faculty position at Northampton Community College and did not feel she would have the proper time to commit to the Library, thus the purpose of appointing Karen Lynott to that Board.

Borough Council was in receipt of a letter from Councilmember-Elect William (Bill) Jabara advising Borough Council that he will not accepting election to the Borough Council and does not plan to take his oath of office, thus resigning from Council. He noted that he has advised George Warden, Monroe County Prothonotary of his decisions.

Councilmember F. O'Boyle moved to accept to the resignation of William (Bill) Jabara as a Councilmember effective January 1, 2016. Councilmember C. Williams seconded. Motion carried unanimously.

**Appoint Council Vacancy**

There was discussion regarding filling this vacancy this evening. Solicitor J. Fareri advised Council that they can fill this vacancy this evening; however, he would recommend that they also make the appointment at the January 2016 meeting.

In view of the fact of the notice from Mr. Jabara and wanting to have a full Board heading into 2016, Vice President K. Davis moved to appoint Jeff Woehrle to fill the remainder of William Jabara's 2016 term for a period of two (2) years. Councilmember C. Williams seconded. Motion carried with Councilmember J. Woehrle abstaining.

**Borough Maintenance Supervisor Job Description**

Borough Council had before them a draft of a Borough Maintenance Supervisor Job Description. The Personnel Committee met last week and reviewed the text of the description Council had before them this evening.

**MOUNT POCONO BOROUGH COUNCIL  
REGULAR MEETING MINUTES  
MONDAY, DECEMBER 21, 2015  
7:05 P.M.**

After reviewing the job description, Councilmember J. Scalamandre recommended that the Borough Maintenance Supervisor be responsible for putting together a five (5) year paving plan.

Councilmember J. Woehrle moved to adopt the Borough Maintenance Supervisor Job Description as amended with the five (5) year paving plan. Vice President K. Davis seconded. Motion carried unanimously.

**PMREMS: Cooperative Agreement**

Borough Secretary/ Treasurer L. Noonan noted that the Cooperative Agreement Borough Council had before them this evening is needed in order for the Pocono Mountain Regional EMS to be reimbursed through LSA Grant Program for their generator. It was noted that once they complete the reimbursement paperwork DECD will only reimburse the funds to Borough Council and made payable to the Borough of Mount Pocono. This agreement is needed so that once that check is received Borough Council will in turn reimburse Pocono Mountain Regional EMS. Solicitor J. Fareri stated that he reviewed the agreement and it is in order.

Vice President K. Davis moved to adopt the Cooperative Agreement with Pocono Mountain Regional EMS. Councilmember J. Scalamandre seconded. Motion carried unanimously.

**Reorganization Meeting**

Vice President K. Davis moved to advertise the 2016 Reorganization Meeting at 6:30 P.M. and for a Regular Meeting to be followed immediately thereafter. Councilmember J. Scalamandre seconded. Motion carried unanimously.

**PUBLIC PARTICIPATION**

None

There being no further business or any further public participation coming before the Board, Councilmember J. Scalamandre moved to adjourn at 8:37 P.M. Vice President K. Davis seconded. Motion carried unanimously.

Respectfully submitted,

Lori Noonan, Borough Secretary